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SECURITY INFORMATION

2 January 1953

MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATION)

SUBJECT : Weekly Activities Report for Week Ending 2 January 1953

1. Transportation Division

25X1C4a

2. Supply Division

25X1A6a

a. Warehouse

(1) Backlog in Packing and Crating

The packing and crating backlog has been reduced to approximately 20 days' workload for surface shipment and 5 days' for air shipment. Every effort will be continued to be made until this backlog is completely eliminated. There is no backlog of requisitions to be assembled from stock at [REDACTED]

25X1A6a

25X1A6a

3. Real Estate and Construction Division

a. Project [REDACTED] 25X1A2g

25X1A2g

25X1A6a

Action on project [REDACTED] which pertains to the leasing of selected site [REDACTED] for maritime training purposes, has progressed to the point where final discussion of terms and conditions with the owner has been scheduled to take place this coming week.

25X1A2g

b. Project [REDACTED]

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25X1A2g ~~SECRET~~ SECURITY INFORMATION

b. Project [REDACTED]

Work required for the completion of current contracts is progressing in a normal manner. Investigation into the extra compensation claimed by the sub-contractor for the preparation of ground near southwest end of air strip is not yet completed. Disposal procedures for surplus construction material at the site have not been finalized.

c. Micro-Wave Relay Station at [REDACTED]

FOIAb3b1

Construction on this station is completed to the point of installing internal wiring. The power has been ordered and will be connected upon completion of the wiring.

4. Coordination and Requirements Division

a. Submission of Materiel Requirements to the Department of the Army, G-4

The Department of the Army, G-4, agreed that in the 1 March 1953 submission of materiel requirements to that Department, it would be satisfactory to submit requirements by quarters for the period 1 April 1953 through 30 June 1954 and for the entire FY 1955. This agreement will reduce the workload on the area divisions, since the previous agreement with G-4 and the Forecast Materiel Requirements (Form #431) would have required a breakdown of FY 1955 requirements by quarters. A conference was held on 30 December 1952 with representatives from the staff and area divisions to apprise them of the new agreement.

b. Shipments of Materiel to Eastern Europe

The stoppage on shipments of materiel to Eastern Europe remains in effect pending completion of review by Eastern Europe Division of existing requisitions.

5. Purchase Division

a. Contract Documents

(1) During the period 13 contract documents totaling \$36,722 were executed:

Contract No.

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Contract No.	Contractor	Commodity and Quantity	Dollar Value
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(2) At the end of the period 112 contract documents with a total money value of \$1,673,925 were on hand. This status is as follows:

No action	9
Pending receipt of more detailed information, clearances, etc.	26
Pending bid openings and awards	11
Negotiations underway	24
Pending typing, signature and mailing:	
Typing and mailing	14
Signature of contractor	24
Pending final clearance and signature by contracting officer	4
	112

b. Requisitions

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b. Requisitions

Money Value
Estimated

(1)	Received during period	199	
(2)	Completed during period	185	
(3)	Backlog at end of period	217	\$ 49,010.85
	(a) With action	151	23,900.00
	(b) Without action	66	25,110.85

SIGNED

JAMES A GARRISON
Chief of Procurement and Supply

PSO/AKS/mtd - 2 January 1953

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